TREASURER-TAX COLLECTOR

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FACT SHEET

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MEET "OPEX," "OPEN SCAN"& "ITRANS"

Tax Collector accepts nearly 900,000 payments with machines that facilitate the collection and accounting of more than $2.9 billion

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Summary of Treasurer-Tax Collector Mail and Remittance Equipment

The MPE "Opex" 7.5" (multi purpose extractor) is a fully automated solution for high volume mail processing. The Opex can process 7,500 payment envelopes per hour

The 7.5 automatically feeds envelopes through a transport, extracts the check and payment stub, orients stubs and checks and then captures the image and payment data. Based on thickness, some payment envelopes are redirected to the Open Scan process. Open Scan utilizes manual and automated equipment to perform the same functions. The overall process is controlled by our custom designed Wausau Financial System remittance processing software.

The new system verifies check amounts through CAR/LAR technology (Courtesy Amount Recognition/Legal Amount Recognition). This technology automatically compares the numeric amount to the written or legal amount on the check. If the two fields are in agreement, the check will be sent to Pass 2 for further processing. If the two amounts do not agree, images are electronically sent to PC stations for operator input and completion.

Once stubs and checks have completed the first pass through the 7.5, they are fed through the ITRANS 8000, an image item processing transport for Pass 2. In this pass payment information is verified, checks are power encoded and exception payments are rejected.

The ITRANS 8000 Image Item Processing Transport encodes 600 documents per minute and is "user friendly" with large touch –screen monitor, ergonomic enhancements for operators

Improvements:

- **80%** of all envelopes received by mail are now automatically processed without any handling by staff.
- **73%** of checks are "killed" by CAR/LAR recognition.
  This means that 73% of checks are no longer keyed by an operator.
- New equipment and technology is prepared to handle future enhancements
  (The previous system was limited and could not be upgraded)
- Processing throughput has increased by **75%**
- **2** ITRANS replaced 4 NCR slower speed item processors
- New equipment and software offer greater capacity and lower maintenance cost
- **80%** reduction in collection period temporary staff
- **45%** reduction in payment processing overtime
- Additional capacity to be utilized for County-wide central payment processing

Justifications:
- Previous equipment was at the end of it's life cycle – maintenance costs were exceeding its value
- Expense to upgrade previous NCR 7780 item processors would not cost effective
- Treasurer check processing required all checks to be hand keyed – New system automatically power encodes all checks.
- Projection of our future processing requirements: (growth FY99/00 - FY01/02)
  Each Year the number of tax bills process increases by an average of 3 ½%
  Revenue increases by an average of 10 ½%. The new system will meet our growth needs for years to come.

MPE 7.5 OPEX
Processes up to 7,500 mail pieces per hour

ITRANS 8000 Image Item Processing Transport:
Encodes 600 documents per minute
Large touch –screen monitor
Ergonomic enhancements for operators

Cost of System:

MPE 7.5 OPEX and attendant equipment	$1,400,000
ITRANS 8000	323,000
Total	$1,723,000